

Dear Prospective Candidate,

Thank you for your interest in serving the citizens of Veneta. This Candidate Packet is provided to assist you in understanding the requirements and responsibilities of candidates and the laws governing elections within the City of Veneta and the State of Oregon. Several of the relevant pages and forms from the State of Oregon Candidate Manual have been included in the back of this packet, however, you are encouraged to review the complete manual by following the link below.

This Candidate Packet is not intended to replace Oregon's Candidate Manual which is published by the Oregon Secretary of State.

As the City Recorder, I also serve as the Election Official for the City of Veneta. I am responsible for overseeing candidate filings and the election process for the City through delegation as warranted.

The following manuals will guide you through the nomination by petition process to run for the offices of Mayor or City Councilor for the City of Veneta:

[2020 County, City and District Candidate's Manual](#)
[Campaign Finance Manual](#)

These publications are available on the Secretary of State's web site at:

<http://sos.oregon.gov/elections/Pages/manuals-tutorials.aspx>

What Positions are Open for Election?

The following positions are open for the November 3, 2020 General Election:

- Mayor – One – Non-partisan position
- City Councilor – Two (2) Non-partisan positions

All positions are elected by an at-large majority vote and serve a four (4) year term beginning January, 2021. All elected positions within the City of Veneta are held on a volunteer basis and no monetary compensation is received for service rendered.

What are the Candidate Qualifications?

There are a few qualifications candidates must meet in order to run for a council position. They are as follows:

- You must be a “qualified elector” under state law.
- You must be a resident of the City (have a primary residence within city limits) for twelve (12) months immediately preceding the election.
- At a single election, no person shall be a candidate for more than one position.
- No paid employee or person holding a paid appointed position of the City may hold the office of Mayor or City Councilor.
- You must be a registered voter in the State of Oregon.

How do I Become a Candidate?

There are several steps you will be required to take in order to get your name on the November ballot. These steps are as follows:

Step 1: Candidate Filing – Major Political Party or Nonpartisan

The first step is to file for candidacy. To file, it is suggested you submit the following two forms to the City Election Official by 3:30 p.m., August 14, 2020. [SEL 101 \(Candidate Filing – Major Political Party or Nonpartisan\)](#) AND [SEL 121 \(Candidate Signature Sheet – Nonpartisan\) \(nominating petition\)](#)

1. Candidate Filing (SEL 101). This form identifies the candidate and position being sought. See the Oregon Candidates Manual, pages 22 through 24 or pages 16 through 18 of this Candidate Packet for City candidates filing requirements and methods and detailed instructions on completing this form. Form SEL 101 is on pages 41 and 42 of this Candidate Packet.
2. Candidate Signature Sheet - Nonpartisan (SEL 121). This form is used to gather signatures of City residents that would like to nominate you for office. See the Oregon Candidates Manual, pages 27 through 33 or pages 20 through 26 in this Candidate Packet for guidelines for completing all candidate forms and detailed instructions on completing this form. Form SEL 121 is on page 42 of this Candidate Packet.

These instructions in no way replace the Oregon Candidates Manual. Please read the Oregon Candidates Manual for complete instructions.

Both SEL 101 and SEL 121 must be approved by the City Election Official prior to collecting signatures.

Step 2: Circulate Signature Sheets

Once approved by the City Election Official, you may circulate your signature sheet(s) (SEL 121). City of Veneta candidates must collect 20 valid signatures to place a candidate on the ballot. It is recommended that you collect at least 30 original signatures, witnessed by the petition circulator, before submitting signatures to the City Election Official for verification. Once you have collected sufficient signatures, sign the bottom of (SEL 121) and bring it to the City Election Official for signature verification.

Step 3: Submit Completed Signature Sheet(s) to the City Election Official

After the City Election Official has authorized the signature sheets (SEL 121) to be circulated, and you have collected a sufficient number of signatures, you will then submit all signature sheets (SEL 121) to the City Election Official for circulation certification along with a completed ([SEL 338](#)) [Petition Submission](#). Once circulation certification is completed, the City Election Official will submit the signature sheets to the County Election Official for signature verification. The County Election Official will verify the original signatures against the voter's current registration record. The City Election Official will then notify all candidates of the results of the signature verification.

Candidate Filing Timeline for the November 3, 2020 General Election: The first day to file for office is June 3, 2020 and the suggested deadline to submit signatures for approval from the City Election Official is 3:30 p.m., August 14, 2020. In order to get your name on the November 3, 2020 ballot Lane County Elections must receive all completed or verified documentation of candidacy by 4:00 p.m., August 25, 2020.

Please allow sufficient time for the verification process to be completed prior to the filing deadline.

If it is determined that there are not enough valid signatures and the City filing deadline of August 14, 2020 has passed, the candidate may still submit additional signatures to the City Election Official, however, Lane County Elections may not have adequate time to verify signatures after August 20, 2020.

Step 4: Follow Campaign Finance Reporting Requirements

Campaign Finance Reporting Requirements - Contribution and Expenditure (C & E) forms: Candidates must electronically file C & E forms with the Secretary of State's ORESTAR system on their website <http://sos.oregon.gov/voting-elections/Pages/default.aspx>. Refer to the most current Campaign Finance Manual and Candidates Manual for specific guidelines and instructions.

CAMPAIGN FINANCE REPORTING IS DONE THROUGH THE STATE - NOT YOUR LOCAL ELECTION OFFICIAL

Register Your Campaign Committee

Prospective candidates file with the Elections Division for the Oregon Secretary of State a Candidate's Statement of Organization. This form is not required if the candidate is acting as his or her own treasurer and expects to spend less than \$750 during a calendar year. This filing must take place within three business days of receiving the first contribution or making an initial expenditure. These filings can be done electronically and additional instructions can be accessed at: [Candidate Quick Guide on Campaign Finance reporting in Oregon](#). At this website you can login and register, by clicking on the ORESTAR icon leading you to instructions that will guide you through the registration procedures. For additional information, contact the Elections Division at 1-503-986-1518.

Please review the [Campaign Finance Manual](#) for instructions and a schedule of filing deadlines. Campaign Finance forms are filed with the Secretary of State's Election Division. All candidates are required to have a dedicated campaign bank account if they receive contributions or make expenditures over \$750 during a calendar year.

If you do not expect to receive a total of more than \$3,500 or spend a total of more than \$3,500 for an entire election, you may file a Certificate of Limited Contributions and Expenditures ([PC 7](#)). If at any time during the election, the total expenditures or contributions exceed \$3,500, you must file detailed contribution and expenditure reports.

REGISTERING YOUR CAMPAIGN COMMITTEE IS DONE THROUGH THE STATE - NOT YOUR LOCAL ELECTION'S OFFICIAL

How do I Change Information I have provided?

If during your campaign there is a change in the information you provided on any of the required forms, new or additional forms may be required. If this occurs, you are advised to contact the City Election Official immediately.

How do I Withdraw my Candidacy?

If for some reason during your campaign you decide to withdraw as a candidate and you would like your name removed from the General Election ballot, you must complete a "Withdrawal of Candidacy or Nomination" ([SEL 150](#)) form and file it with Lane County Elections no later than 5:00 p.m. on Friday, August 28, 2020. See the Oregon Candidates Manual, pg. 35 or pg. 27 in this Candidate Packet for detailed instructions on completing this form.

Can I Post Campaign Signs?

Yes, but you must comply with Oregon Administrative Rule 734-60-175 at the following link: http://arcweb.sos.state.or.us/pages/rules/oars_700/oar_734/734_060.html. And the Veneta Land Development Ordinance 493.5.15 listed below:

A permit is not required for posting political campaign signs; however, the following size limits apply:

Hwy 126 Corridor :	Maximum size 32 square feet
Business District :	Maximum size 12 square feet
Residential District:	Maximum size 4 square feet

Signs are not permitted within, on, or above public rights-of-way without written consent of the applicable jurisdiction and must be removed thirty (30) days following the election.

Section 5.15(10)

(10) Placement of Signs. In addition to requirements of the sign district in which a sign is located, placement of signs must comply with the following:

- (a) No signs in excess of 2½ feet in height shall be placed in the vision clearance area as described in Section 5.03 or within ten (10) feet of driveways. A portion of the sign area, excluding the base or supporting structure, may extend into the vision clearance area or within ten (10) feet of a driveway, provided it is at least eight (8) feet above grade.
- (b) No sign or portion thereof shall be erected within a future street right-of-way unless and until an agreement is recorded stipulating that when street improvements are made the sign will be removed or relocated at no expense to the City.
- (c) No sign or portion thereof shall be erected within public utility easements.
- (d) No sign or portion thereof shall be placed where it obstructs ingress or egress through any door, window, fire escape, or like facility required or designated for safety or emergency use.
- (e) No sign shall interfere with on-site traffic, bicycle or pedestrian circulation.
- (f) No sign may be placed where it hides from view any official traffic sign or signal.
- (g) No sign or portion thereof shall extend beyond any property line of the premises on which such sign is located.
- (h) No sign projecting from a building may be less than eight (8) feet above the ground over which it projects and may not interfere with traffic circulation or public safety.

What other Election Laws do I need to know?

- All aspects of City elections are governed by state law unless specifically addressed by Veneta Municipal Code.
- All elected positions within the City of Veneta are classified as nonpartisan positions.
- All candidates for City of Veneta elected positions file by petition, there is no filing fee.
- Candidates are not eligible to submit statements for publication in the state voter's pamphlet since Veneta's population is less than 50,000 (pamphlet requirement).
- All elected position terms are for four (4) years, January, 2019 - December, 2022.

What if I still have Questions?

If you have any questions or concerns regarding the candidate filing process, please contact me directly:

Darci Henneman
City Recorder/Election Official
City of Veneta
88184 8th Street / PO Box 458
Veneta OR 97487
Email: <mailto:dhenneman@ci.veneta.or.us>
Web: www.venetaoregon.gov
Tel: (541) 935-2191

For questions regarding campaign finance reporting please contact Oregon Secretary of State Elections Division:

Oregon Secretary of State Elections Division

255 Capitol St NE Suite 501
Salem OR 97310
Web: www.sos.state.or.us/elections
Tel: (503) 986-1518
1-866-ORE VOTES (1-866-673-8683)

Lane County Elections
Public Office Hours: Monday through Friday, 9 a.m. to noon and 1 to 4 p.m.
275 W. 10th Ave.
Eugene OR 97401
Email: Elections.Customer@co.lane.or.us
Web: <http://www.lanecounty.org/Departments/CAO/Operations/CountyClerk/elections/Pages/default.aspx>
Tel: (541) 682-4234
Fax: (541) 682-2303

Thank you again for your interest. I look forward to serving you during the candidate filing process.

Sincerely,



Darci Henneman
City Recorder/Election Official